

## **Paragraph 25 Guidance**

### **Procedures for Altering Point-to-Point Mileage in Edison**

In situations where the point to point mileage automatically calculated by Edison appears incorrect or excessive, Paragraph 25 of the Comprehensive Travel Regulations permits employees to make changes to expense reports in accordance with the following procedures. These adjustments should be kept to a minimum

1. Approval of the immediate supervisor should always be obtained.
2. Check with Edison for listed communities within a municipality that may be closer (i.e. for Nashville, look for Berry Hill, Antioch, etc.)
3. If additional trips will be made to the same destination, request a work order in Edison to add the new destination.
4. If other alternatives are not available – change the destination in Edison to a location closer to the point of departure. Use a separate line for vicinity mileage to add the number of miles necessary to reach the total mileage for the trip. Add an explanation in the comments of the Expense Report.